

Instructions for Using the Inspection Form

1. The inspection form is a fillable form created in Adobe. The completed form can only be saved in Adobe Acrobat 6.0. If you have both Adobe Acrobat 6.0 Standard and Adobe Reader 8.0 installed in your computer and you double click on the file, the form will open with Adobe Reader. You cannot save the data typed into the form in Adobe Reader 8.0. So be sure to bring up Adobe Acrobat 6.0 **first**, and then open the file.
2. A box will come up stating, "This file appears to use a new format that this version of Acrobat does not support..." Click "OK".
3. Another box will then come up that says, "This PDF requires a newer version of Acrobat. Copy this URL and paste into your browser or see your system administrator." Click 'Cancel'.
4. This inspection form is very similar to the one that has been used in the past and is self-explanatory.
5. One of the important items to determine is if the dam hazard classification has changed. If you do not know the hazard classification for a dam, a spreadsheet named "Dam Inspection Fact Sheet" containing that information is enclosed. Keep in mind that the hazard classification can change depending on the development that has occurred downstream. Look at least a mile downstream to see if there are houses that could possibly be in the floodway if the dam breached.
6. If you do not have enough room for comments, put them on the last page referencing each comment.
7. If you have never performed a dam inspection or have questions about the form, please ask the engineers responsible for your area or call Paul Bluhm (615-277-2586) in the state office for assistance.

Enclosure